



LYNLEN CAUSING NADALES

Mobile : +973 32085555

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Has strong working experience of Human Resource Management, Accounts and Administration. Can adopt any working environment that can challenge my curriculums. Interested in a suitable position in the field of accounting / management, where I can utilize my knowledge, skills, experience and expertise at its best to contribute to optimizing overall productivity and efficiency of the organization and also in achieving the organizational goals and objectives.

SPECIAL SKILLS AND PERSONAL STRENGTH

- Pro-active, result oriented and Skilled professional with 5 years of diverse work experience in Human Resource/ Accounts and administrative capacity with diversified industries; Effective collaboration with management, vendors, and coworkers; Financial documents and audit assisting.
- Good analytical and problem-solving skills coupled with excellent interpersonal skills; With Strong organizational skills and with the ability to prioritize task.
- Committed, trainable and possesses a positive attitude; Has a deep sense of accountability to my duties and responsibilities.
- Able to work under pressure with minimal supervision, maintains confidentiality and is committed to getting results and meeting targets; Able to solve a complex problem and able to work at any position related or not related to my field of studies.
- Take responsibilities for personal development and actively seek opportunities for improvement.
- Dealing activities involve LMRA, SIO, EWA, BATELCO, STC,SIJILAT and EGOV.

PROFESSIONAL EXPERIENCE

FLORENCIA ICE CREAM W.L.L. (6branch) FLORENCIA LAB W.L.L

Tubli, Kingdom of Bahrain

HR/ADMIN/ASST.ACCOUNTS

EVENT COORDINATOR

- May 2023 to present

- Originating and inputting all manual transactions to the (SAGE 50 ACCOUNTING/ ODOO).
- Day to Day record of the transaction of the branch
- General ledger posting, preparation, reconciliation and updating relevant entries.
- Checking all delivery notes then issuing of daily invoice to customers.
- Manage Payables and Receivables, both Local and International.
- Dealing with suppliers and customers for accounting purposes.
- Management of cash flows, petty cash, payables, and receivables.
- Handling confidential information and maintaining an effective filing and security of records and files.
- Preparing periodical Statement of Accounts to Business Clients

- Payroll management (checking payroll, time sheets, preparing the monthly salary and terminal benefits of employee.)
- Perform other related work as required.

Group HR

- Briefs newly arrived staff on related administrative formalities and ensures all arrangements made for onward travel.
- Monitors processing of visas in LMRA portal, updating and follow-up CPR and RP.
- Branches staff monitoring all paper works.

Event Coordinator

- Handling Catering events, Answering questions through phone call.
- Supervising Staff on the day of big event
- Controls the maintenance of the personnel records including employee passports in the office.

RIXOS HOMES / RIXOS TRADING.

Tubli Kingdom of Bahrain

Human Resources/Assistant Accounts

-July 1, 2020- February 28,2023

- Day to Day record of the transaction
- All Government (LMRA, SIJILAT, TAMKEN, EGOV, SIO EWA)
- Originating and inputting all manual transactions to the (ZOHO).
- General ledger posting, preparation, reconciliation and updating relevant entries.
- Checking all delivery notes then issuing of daily invoice to customers.
- Handling of orders of stocks both export and import (Logistic), performs physical inventory as well as preparing LPO and delivery order.
- Manage Payables and Receivables, both Local and International. Undertake monthly accounting.
- Management of cash flows, petty cash, payables, and receivables.
- Handling confidential information and maintaining an effective filling and security of records and files.
- Payroll management (checking payroll, time sheets, preparing the monthly salary and terminal benefits of employee.)
- Perform other related work as required.

POWER SHINE MANPOWER AND CLEANING COMPANY.

Hamad town Round About 22 Dar Kulaib

Secretary /Administrative Clerk – Nov 1, 2017 to March 2020

- Secretarial work-related task
- Visa processing Locally and Outside the bahrain
- Coordinates with the Clients
- Ensure that Staff Schedules are in sequence.
- Proper filling of all documents
- Perform other related work as required.

HYUNDAI ELEVATOR SERVICES
Quezon City Philippines
Purchasing Staff/Customer Service Representative
– May 2013. to Dec. 2014

- Trained in different way to Customer Care
- Carry out the day-to-day Purchasing.
- Take incoming and outgoing calls.
- Perform other related work as required.
- Collaborate with the team.
- Negotiate contact terms of agreement and pricing.
- Track order and ensure timely delivery.
- System input based on the invoice received.

EDUCATIONAL BACKGROUND

Bachelor of Science in Business Administration – Class of 2002
Major in Marketing Management
University of Iloilo Philippines

PERSONAL INFORMATION

Marital Status	:	Married
Nationality	:	Filipino
Date of Birth	:	September 11, 1992
Height	:	5'2'
Place of Birth	:	Philippines
Passport No.	:	P6822641B
Validity	:	October 25, 2024
Visa Status	:	Dependent Visa (Bahraini wife)
Bahrain License	:	Valid 02/3/2025

CHARACTER REFERENCES

✚ Available upon Request

DECLARATION

I hereby certify that the above information is true to the best of my knowledge.

LYNLEN C. NADALES

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